



EMPLOYMENT OPPORTUNITY

- ☐ This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- ☒ This recruitment is open to the public.

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|-------------------------|------------------------------------|-------------------------------|----------------|
| POSITION TITLE: | Clerk's Judicial Financial Manager | DEPARTMENT: | Clerk |
| CLOSING DATE: | October 30, 2015, 5 p.m. | POSITION #: | 05-R-00141 |
| SALARY RANGE: | \$5,342 - \$7,123 / month | FTE: | 1.0 |
| EMPLOYMENT TYPE: | Regular, Full-Time Employee | ELIGIBLE FOR BENEFITS: | YES |
| CONTACT PERSON: | Tawni Sharp | PHONE #: | (360) 786-5743 |
| UNION: | YES | | |

SUMMARY OF DUTIES:

Manages the financial division of the Clerk's Office and is third in chain of command. Provides administrative support to the Clerk and Chief Deputy Clerk and assumes duties and responsibilities in their absence. Manages all investment activities of the Clerk's trust account. Researches and analyzes investment opportunities to establish and ensure that all funds held in trust and custody of the Clerk are invested at their most effective earnings potential.

As part of the Office management team, provides short/long range planning and direction to assure accuracy of court processes and quality service to the court. Monitors and evaluates the accurate processing of court processes. Identifies customer needs and sets office priorities as required.

Manages, evaluates and audits the entry, execution, collection/disbursement of all judgments, writs, orders of sale, registry liens, court fines, restitution payments, bench warrants, bail and collections.

Plans, organizes and supervises the work of subordinates. Responsible for assigning staff coverage of the court, office or customer service counter and all related cross training.

QUALIFICATIONS:

Bachelor's degree with major coursework in financial management, public or judicial administration, management or related field. Additional experience may be substituted on a year for year basis.

Five years of experience in public or court administration with at least two years financial management experience and two years of supervisory experience.

Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.

DESIRED SKILLS:

The ideal candidate will also have the following:

- A certification in Public Accounting (CPA).
- Knowledge of pertinent local, state and federal laws.
- Knowledge of office and/or records management systems, processes and procedures.
- Demonstrated ability to interpret policies and procedures and to analyze complex problems.
- Experience facilitating group processes, including goal-setting, staff motivation, and team leadership.
- The ideal candidate will possess a minimum of two years financial management experience however four years is preferred.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

Contact Person: Tawni Sharp (360) 786-5743

This position is:

- Eligible for benefits
- NOT represented by a union
- NOT classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Please attach these items to your online application for consideration:

- Letter of Interest
- Resume